

# ADMINISTRATIVE POLICIES AND PRACTICES WPPM #130-10

## Subject: Local Agency Staff Requirements

### Item: Registered Dietitian: Requirements and Responsibilities

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#### **PURPOSE:**

To define the roles and responsibilities of the Registered Dietitian (RD) in the local agency (LA) setting.

#### **POLICY:**

- I. The LA must employ a RD. The nutrition education and assessment components of the program must be provided by, or under the direction of a RD.

#### **PROCEDURE(S):**

- I. Requirements
    - A. The RD must possess and maintain the RD credential or the right to use the term "registered dietitian" as approved by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics (AND).
    - B. Upon request, the LA must provide CDPH/WIC with verification of an employee's RD qualifications, such as a copy of current CDR certification card, or other document of certification from the AND.
    - C. If the employee has previous experience at another LA, the LA must request and retain copies of these forms and documents, from the previous agency or from the employee.
    - D. LA must retain the verification forms and documents for a minimum of three years following the termination of an employee.
    - E. The RD must complete the number of continuing education units required to maintain their professional registration with the AND.
  - II. Responsibilities
    - A. An RD is responsible for overseeing the development, implementation and/or evaluation of the following:
      1. The LA Nutrition Services plan.
      2. The ongoing Continuous Quality Improvement (CQI) plan.
      3. The state or LA nutrition protocols to be used when developing an Individual Nutrition Education Plan (INEP).
      4. The nutrition education teaching outlines.
      5. The WIC Nutrition Assistant training and certification process for staff.
      6. Participation in outreach activities.
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7. Maintenance of contacts list of referral agencies.
  8. Communication with healthcare organizations to facilitate access to health care.
  9. Communication with community organizations to promote healthy eating and ensure access to healthy food.
  10. Organization of, including but not limited to, parks departments and local merchants to provide healthy living activities for WIC participants and the community.
- B. The LA must employ any RDs to perform the following direct service activities:
1. Refer participants with level 4 indicators of nutrition need to a provider for medical nutrition therapy (MNT).
  2. Provide counseling to support the MNT provided by the participant's health care provider.
  3. Develop the initial INEP addressing level 3 and 4 indicators of nutrition need for participants. Develop protocols for the education for the level 3 and 4 participants by any non-RD staff.
  4. Monitor participant records according to LA developed CQI plan.
  5. Assure that all locally developed nutrition education materials for participants contain accurate, reliable, science-based, and culturally appropriate information.
  6. Provide guidance to other staff on decisions to disqualify participants based on lack of indicators of nutrition need or improved status.
- C. The RD may also perform all functions designated for other types of WIC staff, such as providing nutrition education for level 1, 2, 3 indicators of nutrition need, or providing group education.
- D. If the LA subcontracts for the services of a RD, the following three requirements must be met. The subcontract must:
1. Follow the provisions of the Contract Management Binder subcontract sections.
  2. Fully define the scope of nutrition services that will be provided.
  3. Fully delineate all provisions by which the subcontractor must abide in order for the LA to fulfill its obligations to the WIC program.

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**AUTHORITY:**

[7 CFR §246.2](#)

[7 CFR §246.6\(b\)\(2\)](#)

[22 CCR §40621](#)

[Nutrition Services Standards - 1\(E\); \(F\) 2\(C\); 3\(C\)](#)

[California Business and Professions Code §§2585-2586](#)